

Cover Form and Checklist for *Federal Register* (FR) Document Submissions to the Office of Policy (OP)

Section 1: Tracking information

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Docket # (if applicable):

FRL # (if applicable):

SAN# (if applicable):

Name of document: Notice of EPA's Action to Postpone the Effective Date of EPA Region 1 Clean Water Act National Pollutant Discharge Elimination System General Permits for Stormwater Discharges for Small Municipal Separate Storm Sewer Systems in Massachusetts

Name of File:

Other Information (alternate contacts, etc.):

Is this action subject to the Congressional Review Act (CRA)?

For questions associated with the CRA, consult the attorney assigned to your action, or visit <http://intranet.epa.gov/actiondp/documents/craguidance15-10-15.pdf>.

Yes ☐

No ☒

Section 2: Requested Handling

You must select either Option 1 or Option 2.

☒ **Option 1: No Special Handling is Requested.** Select this option if the special handling requests identified in Option 2 do not apply to your document. If you select this option, OP will submit your document to the OFR for publication without any special requests.

☐ **Option 2: Special Handling is Requested.** Select this option if one or more of the following apply to your document--and select all requests that apply.

☐ **We need to SUBMIT to or PUBLISH in FR by or on a SPECIFIC DATE.** This document must be (choose one) Reason: (choose one)

Explain other:

This request is reserved to satisfy the requirements of court or meet the needs of senior policy officials. The FR team may ask for additional documentation. Before you request a modified schedule, please review our timetable at <http://intranet.epa.gov/adplibrary/adp-milestones/fedreg.htm>.

☐ **We need OFR to REVIEW and APPROVE the IBR contained in this rule.**
The relevant IBR memo or letter and materials are attached.

☐ **We need to MANAGE the FR publication of multiple FR documents.** This document must (choose one) (choose one) the following FR document (choose one)
Title:

Docket # (if applicable):

FRL (if applicable):

Published on (if applicable):

☐ **We need OFR to confirm their receipt of this FR document:** Select this option ONLY if you need to ask OFR to provide a confirmation of receipt in order to document EPA's compliance with a legal requirement to submit the document to OFR by a specific date.

More information about FR Publication can be found on our website: <http://intranet.epa.gov/adplibrary/adp-milestones/fedreg.htm>

Section 3: Checklist for Document Format and Package Components

The following section provides formatting requirements for materials included in a submission package. Requirements are based on OFR's Document Drafting Handbook. Failure to adhere to these requirements could delay the publication of your document.

- ☒ 1. EPA's Billing Code is present (**6560-50-P**) on original and each copy, on the first page of each document in the upper right corner.
- ☒ 2. The **title** is concise, does not contain overly specific information, and does not contain legal citations.
- ☒ 3. The **SUMMARY** section is no longer than one page.
- ☒ 4. The **SUMMARY** section does not contain legal citations (*i.e.*, *CFR citations*, *FR citations*, *USC citations*, *etc.*).
- ☒ 5. The **DATES** section is labeled "**DATES**" (*Not "EFFECTIVE DATES", etc.*).
- ☐ 6. The **Table of Contents**, if included, matches the headings in the preamble.

7. Signature Block – Original Paper Version*

- ☒ a. The signature block contains a legible date.
- ☒ b. The signer's name and title are typed or printed under the signature line.
- ☒ c. (*if applicable*) "Acting" is added, in front of the title, if a person other than the official holder of that title is acting in that capacity. (*Note: no "for" is permitted in the signature block*)
- ☐ d. Any changes are initialed and dated. (*Forexample, corrections to make the typed or printed name match the signature are made by striking through the incorrect name, and initialing and dating the correction.*)
- ☐ e. No White-Out or corrective tape is used on the signature page.

8. Signature Block – Word File*

- ☒ a. The signature page matches items 7a – c above.
- ☒ b. The date is spelled out, with a period at the end. (*Example: "February 6, 2014."*)
- ☒ 9. A rewritable CD (**CD-RW**) is included with the package. (*CD-R or DVD-RW are not acceptable*)

10. The CD-RW contains:

- ☒ a. the **(1) most recent Word version** of document that **(2) matches the original**,
- ☒ b. a scanned copy of the typesetting request form, and
- ☒ c. a scanned copy of the (signed) signature page.

- ☒ 11. The **original** document is **single-sided**, and each **copy** is **double-sided**.
- ☒ 12. The correct number of copies are included. This number will depend on the type of document you are submitting. See [FR publishing website](#), under "Submitting Packages to the FR Team".

Section 4: Certification and Signature

I certify that the CD-RW I am submitting as part of this package includes the **most recent Word file** of the document and matches the copies and the original included in this package.

Date/Signature of Contact Regarding Submitted Package